

## **General**

Does Head Start offer grants to local business owners?

Applicants are encouraged to review Section III.1 Eligible Applicants, to determine if your entity is eligible for funding under this opportunity.

Could you define and distinguish "partners" and "sub recipients"?

A partner is a non-Federal entity that has the shared responsibility with the awarding agency to carry out the Federal program. A subrecipient is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Are there incumbent grantees presently managing centers already in existence with contract terms about to expire or are the centers new initiatives?

Currently, there are incumbent grantees managing each of the National Centers.

How much time should be allotted to determine that the submission has been validated by grants.gov, i.e., how many days before the final due date would you advise the application be submitted to allow time for validation?

Applicants are encouraged to visit Grants.gov for information on the submission and validation process.

Please clarify whether we should we organize our Project Description in the order of the criteria as listed in Section V.1.

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## **HHS-2020-ACF-OHS-HC-1826 National Center on Parent, Family and Community Engagement**

Do you have any suggestions on how we should balance the magnitude of the goals and framework into a manageable and feasible "project summary" or project description?

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Should the description be encompassing to all head starts/early head starts across the country or targeted to specified populations in certain geographic regions?

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**HHS-2020-ACF-OHS-HC-1827 National Center on Program Management and Fiscal Operations**

The RFP indicates that "subawards must generally be awarded competitively." Are current National Centers required to conduct a competitive process for sub-recipients if they have a current, pre-existing subrecipient relationship?

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In the RFP, it stipulates that applicants must submit Third-Party Agreements with their subrecipients; Third Party Agreements are defined as MOUs and Letters of Commitment. In one instance, the RFP stipulates that applicants must submit MOUs AND Letters of Commitment, and in another instance it stipulates MOUs OR Letters of Commitment? Please clarify - are both required?

*Per Section IV.2 The Project Description, Third Party Agreements, Applicants must provide Letters of Commitment or MOUs between recipients and third-parties.*

How many NCPMFO-hosted PD events are required and must be included in the NCPMFO budget.

*Per Section I Program Description, the NC PMFO is required to propose one national PD event.*

In the RFP budget guidance, applicants are directed: "Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item." Then, on the next page (under contractual) applicants are directed: "Costs related to individual consultants should be listed on the Other line." Please clarify where costs, including travel costs, related to subrecipients and also to consultants should be included.

*Per Section IV.2 Content and Form of Application Submission, The Project Budget and Budget Justification, Travel of the FOA, entering these costs under either line item is acceptable.*

**HHS-2020-ACF-OHS-HC-1828 National Center on Early Childhood Development, Teaching, and Learning**

Do references count towards page limits?

Applicants are encouraged to carefully review *Section IV.2 Content and Form of Application Submission, Page Limitations and Content* for All Submission Formats.

Unlike a Vendor providing a quote for a commercial service, proposed subrecipients will provide substantial collaboration on project scope and direction. Because subrecipient participants were engaged at the onset of the proposal development via teaming agreements, their intellectual input is integrated in the overall work proposed; there really is no opportunity to compete discrete portions of the work to be performed by the subrecipients. Can non-competitive source justifications be provided in lieu of competing subrecipient work?

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The RFP mentions that the LMS and Coaching Companion are "(hosted by OHS)" (p. 28). Does this imply that OHS manages the servers that host the software and there are technical staff at OHS that the NC DTL would interface with to request bug fixes or features if underlying operational systems and source code require updates? Would the NC DTL be expected to do any software development on these web applications?

Per *Section I. Program Description*, it states, the LMS is an online, cloud-based learning management system on the ECLKC website created to support ongoing PD in HS/EHS.

The coaching companion is a web-based platform on the ECLKC website that supports practice-based coaching for individualized and collaborative coaching to enhance teaching and home visiting practices. The NC DTL will also be responsible for quality oversight, software updates, and ongoing maintenance.

The RFP mentions conducting/managing "software updates" (for LMS & mobile apps), "maintenance" (for LMS and mobile apps), "administration" (for LMS, web-based coaching companion, and mobile apps) and "architecture" (for LMS). Do these terms refer to updates to content in the software systems (e.g., fixing broken links in content) and information architecture (organization of the content), or does it imply that the Center would be expected to update operational systems hosted by OHS or do software development to (for example) create software updates?

The NC DTL will be responsible for all aspects of existing mobile applications including quality oversight, administration, ongoing maintenance, and ongoing development of educational content.

Does the single-spacing allowance also apply to figures/exhibits in general?

Applicants are encouraged to carefully review the requirements in *Section IV.2 Content and Form of Application Submission, Application Elements Exempted from Double Spacing Requirements*.

Does the font size allowance also apply to tables and figures?

Applicants are encouraged to carefully review the requirements in Section IV.2 Content and Form of Application Submission, Accepted Font Style.

I'd like to confirm the total award amount for each center. For instance, the Center on Teaching and Learning indicates \$10.5M per budget period and there are 5, 12-month budget periods. We interpret this to mean there is \$51M allocated for this center, over 5 years. Is that correct? Or, is it only \$10.5M allocated for 5 years? Thank you for the clarification.

Per Section II. Federal Award Information, the "Average Projected Award Amount is \$10,200,000 Per Budget Period". Further the Budget Period is defined as a 12-month period.

**HHS-2020-ACF-OHS-HC-1829 National Center on Health, Behavioral Health, and Safety**

The in-person meeting for year 1 - with COVID-19 playing a part in this task, should proposals include an in-person version of this task only, or, also include a virtual option? Or will this task be moved to year 2 in light of what we are facing?

No adjustments to the expectations described in this funding announcement have been made in response to COVID-19.

Are we able to use endnotes which allows for a number in the narrative and then provide a list of footnote citations by number separately?

The Administration for Children and Families (ACF) does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. You are strongly encouraged to carefully review the guidance found in Section IV.2 Content and Form of Application Submission. The Office of Head Start cannot provide additional guidance beyond what is stated in the funding opportunity announcement.